



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

1. Agency Address Dept. of Education
Office of Vocational Education
Vocational Equity Section
237 State Office Building
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

80-285

Date Received

MAY 19 1980

Date Completed

JUN 23 1980

2. Person to Contact
Loydia Webber

Working Title
Vocational Equity Coordinator

Telephone Number
656-6720

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1979 to

Date

5. Records Series Title (followed by title used in office, if different)

Vocational Sex Equity Local Application and Review Files (PL 94-482)

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Office of Vocational Education, Vocational Equity Section, coordinates and directs programs and activities relating to federal, state and local systems in complying with nondiscrimination requirements as specified in the Vocational Education Amendments of 1978 (PL 94-482) and the Office of Vocational Education.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Eliminating sex discrimination in local school systems' vocational education programs

Included are: Certification of Review (DE Form 0626), Local Application for State and Federal Vocational Education Funds, and related correspondence concerning violations of vocational education and amendments concerning sex discrimination and approval/disapproval of local plans.

File is arranged: Chronologically by year; then alphabetically by local school system.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 1; Seven to twelve months old 1; Thirteen to twenty-four months old 0;
twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 2 cu. ft.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Partially duplicated at local school systems
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	1	years.
c. Federal law	5	years.	f. Federal retention instructions	5	years.

PL 93-380 After completion of project

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5/14/80	Walker L. Baumgardner	5-14-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	6-20-80
Secretary of State/Designee		Carroll Hart	6-18-80
Attorney General/Designee		<i>[Signature]</i>	6-20-80